

CIVIL AIR PATROL

----- REGION STAFF COLLEGE

SEMINAR ADVISOR'S GUIDE

THIS GUIDE BELONGS TO: _____

SEMINAR #: _____

ROOM #: _____

ATTACHMENT 15

SEMINAR ADVISOR'S GUIDE

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PREFACE

This document is a compilation of ideas and suggestions from past staff colleges. It is meant to assist all seminar advisors, but is particularly designed to orient and answer basic questions for the new seminar advisor.

We need your help to improve this guide for future colleges. Please provide suggestions and comments to the college director, curriculum coordinator, or evaluation officer, as appropriate.

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MEMBERS OF MY SEMINAR

<u>RANK</u>	<u>NAME</u>	<u>ROOM#/PHONE#</u>
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INTRODUCTION

As a seminar advisor, you are at the heart of the Civil Air Patrol Region Staff College. You will have a great influence on whether the members of your seminar learn and have an enjoyable time.

The entire college is geared around the students. You must always keep this in mind. The education and welfare of the students is the prime consideration in all actions and facets of the staff college.

The smooth and effective operation of the staff college requires teamwork – teamwork among all seminar advisors and the entire staff. We work as a team of equals. All seminar advisors have been selected because they have extensive Civil Air Patrol experience and have demonstrated leadership qualities.

There are three attributes which you as a seminar advisor will find of prime importance:

1. You must have a sincere interest in all your seminar members. Try to improve the self-confidence of those who lack self-esteem. Do not let an ego-centered member dominate, but stop them discreetly, not putting them down in the process. Develop esprit-de-corps, but not at the expense of the other seminars. Remove barriers to learning with a friendly, helpful, (but not “know-it-all”) attitude.

2. Be enthusiastic. In a short period of time your students will be exposed to many not-so-easy learning experiences. The hours are long and tiring. Many in your seminar may have never been exposed to such a rigorous learning regimen in their lives. If you are enthusiastic and cheerful, and try to develop the same attitude in your seminar, the time will pass quickly and pleasantly.

3. Be professional! Try to do your job well. As a seminar advisor you can play an important role in developing 100% effective CAP members. Motivate your students to learn those things necessary to make them effective when they return to their units, and to continue learning after they have returned home.

CLOTHING REQUIREMENTS

DAILY CLASSROOM WEAR

The uniform for daily classroom activities is the basic uniform prescribed in CAP Manual 39-1. This is the short-sleeve blue shirt and blue trousers with flight cap for men and its equivalent for women. Ribbons will not be worn by staff or students. Three sets of uniforms are recommended since it gets quite warm and time is limited for laundering clothes. If you do not meet the current weight standards, you must wear the blazer combination, aviator shirt combination, or appropriate civilian clothes. Proper wear of the uniform, including epaulets and name tag, are items of special interest throughout the entire Region Staff College.

SOCIAL ACTIVITIES

There are several informal social activities, e.g., a barbecue, pizza, or bowling get-together, or picnic. Casual attire is recommended.

BANQUET

Mess Dress, semi-formal blazer combination, civilian tuxedo or business suit for men, Mess Dress, long formal gown, or tasteful cocktail dress for women. The Service Dress uniform with white shirt IS NOT authorized.

CASUAL

Recommend that casual attire be brought for non-duty wear.

OTHER

You will need exercise clothes including tennis shoes for sports activities.

GENERAL PROCEDURES

BEFORE COLLEGE

Seminar advisors are expected to be at the college at least two days before the scheduled start date, and there are several reasons for this. During the period you will become familiar with the overall program. You will also have the opportunity (before the students arrive) to learn and practice seminar techniques in order to become more effective. This period is also used to get to know your fellow seminar advisors, the curriculum coordinator, deputy director, director, and other support staff; and get to know the physical layout of the facility and services available. Finally, it is a good time to sharpen up on the high standards expected of you by the RSC director and by Civil Air Patrol. The last day before the college starts is spent assisting the students with registration, billeting, and settling in. This day is typically very busy and you should be prepared.

DURING THE STAFF COLLEGE

Seminar advisors will make themselves available to seminar members 24 hours a day. This usually means from 0800 through 2400 hours. If you need to be away occasionally, be sure to inform the administration office where you are going and when you will return. It is also a good idea to leave a note on your door for your students, informing them of your expected return. You must attend all scheduled sessions of your seminar and be in your seminar room, or scheduled lectures and

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activities promptly on schedule. You will also be expected to attend all social functions with your seminar.

AFTER STAFF COLLEGE

You will be expected to assist students with out-processing. This will start after graduation and may continue all day following the last class day of the staff college. You are also expected to assist the other staff members with reports and close-out procedures. You will be responsible for a brief report on your job before leaving.

Most seminar advisors find they can leave during the afternoon of the day the students leave. Civil Air Patrol seminar advisors commonly leave with their students when airlift is used.

HOW A SEMINAR WORKS

You are a seminar advisor and a teacher. At times you will ONLY act as a seminar advisor and at other times, as a teacher. This means you must be available to get your seminar started, to get them back on track if they digress too much, and to make announcements. In addition, you will help with any problems your seminar members may encounter; for example, sickness, or helping them with their speeches.

During the week you will see your seminar develop from a number of single individuals into a cohesive team progressing toward the common goal of learning and accepting all of what Region Staff College has to offer.

EVALUATIONS

The procedures to be used on evaluations are simple:

1. After a day's formal presentations have been completed, hand out the evaluation forms to the seminar. Allow adequate time for completion and then collect them. Make sure the student's write their names on the daily critique form so it may be returned to them at the end of the college. Seminar advisors are to retain the daily forms throughout the course.

2. During the final evaluation session, return all the seminar evaluation forms to their authors. These are to be used by the seminar members to help them complete the final evaluation.

Pass out the blank seminar advisor evaluation and the final course critique. Allow 25-30 minutes for each of these forms to be completed.

Collect ONLY the seminar advisor evaluations and the final course critiques from each seminar member. Turn in ALL forms immediately to the evaluations officer. These forms need not be signed by the students, but should be identified by seminar number in the upper right hand corner.

3. Your advisor evaluation forms will be returned to you after they have been reviewed.

4. After the staff college is over, you will be required to take part in a 1 ½ to 2 hour oral debriefing concerning the good, the bad, and the ugly things that may have occurred at the staff college. To be effective at this debriefing, you should take daily notes of your impressions for use during the debriefing. Recommend that if you note a problem during the staff college, formulate a

solution to be presented at the debriefing. In other words, if there is something to complain about, also illustrate a way to fix it. This way, the debriefing can remain a positive experience, rather than degrading into a “blame session.”

OTHER PAPERWORK

Seminar advisors must check their advisor boxes in the Admin office two or three times a day to pick up materials which require action of distribution to the seminar. Advisors, not students, accomplish this task. No extensive reports are required of the seminar advisors. Any changes to procedures and guides you feel are important should be written out or typed and given to the evaluation officer. While typed reports are generally preferred, they are not required as long as the hand-written reports are legible.

PROBLEMS

Occasionally you may run into problems which range from absenteeism to personality conflicts. Always try to channel the efforts of your students toward positive behavior and appropriate conduct.

If you are unable to solve disciplinary problems informally within your seminar, refer the problem to the deputy director. The most common disciplinary problems are absenteeism and failure to observe military customs and courtesies.

Medical problems are referred to the Admin office. You are responsible for relaying details of serious medical difficulties to the director as soon as possible.

You may encounter seminar members who wish to bend the rules concerning curriculum. These rules are carefully established beforehand and are intended to be as fair as possible to all concerned. You may wish to explain that making changes in the middle of a necessarily compressed program will most certainly cause chaos. Thus, mid-stream changes should be avoided.

Finally, any problems you encounter that you believe are not being dealt with adequately should be referred to the director or curriculum coordinator. They are always available for discussion. It is better to air the difficulty than to let it interfere with you or your seminar's performance.

CONCLUSION

You are but a guide, and not even a part of your seminar in many ways. So, why do it? Some seminar advisors never return because they fail to see the importance of their role. Look for the real rewards in helping: seeing a diverse group of individuals become a cohesive team, in fact friends, learning and working together. The satisfaction of knowing you were a vital part of that, the catalyst, and having done your best, makes it all worthwhile.

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